Edinburgh Napier UNIVERSITY

ActivPanel

User Guide for Staff

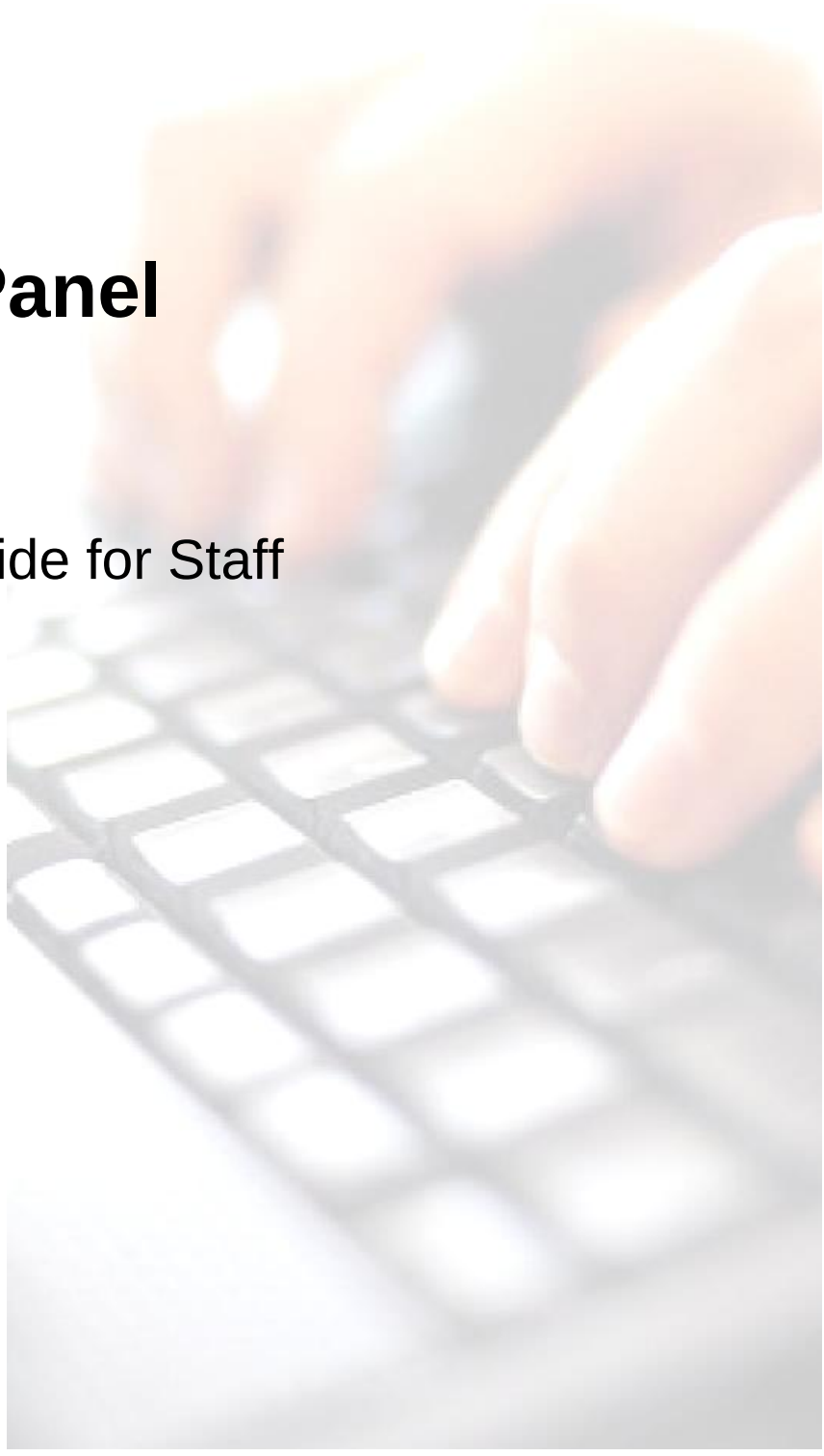

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TABLE OF CONTENTS

TABLE OF CONTENTS 2

OVERVIEW 4

1.0 WHERE CAN I USE ACTIVPANEL? 4

2.0 THE ACTIVPANEL COMPONENTS 5

2.1 THE LCD TABLET 5
2.2 THE ACTIVPANEL PEN 5
2.3 ACTIVPX 6

3.0 GETTING STARTED WITH ACTIVPANEL 6

3.1 LAUNCHING ACTIVPX 6
3.2 THE ACTIVPX TOOLBOX 7

4.0 INTRODUCING DESKTOP ANNOTATION 8

5.0 INTRODUCING THE FLIPCHART 9

6.0 ANNOTATION TOOLS 10

6.1 THE PEN TOOL 10
6.2 THE HIGHLIGHTER TOOL 11
6.3 PREDEFINED ANNOTATIONS 11
6.4 THE ERASER TOOL 12
6.5 THE CLEAR TOOL 13

7.0 THE UNDO AND REDO TOOLS 13

8.0 VIEWING YOUR PAGES USING THE PAGE SELECTOR 13

9.0 MANIPULATING YOUR PAGES USING THE PAGE ORGANISER .. 15

10.0 MANIPULATING ANNOTATIONS 16

10.1 MOVING, RESIZING AND ROTATING 17
10.2 THE OBJECT EDIT TOOLBOX 18

11.0 WORKING WITH TEXT 18

11.1 ADDING TEXT USING THE KEYBOARD 18
11.2 TEXT RECOGNITION 21

12.0 USING THE RESOURCE LIBRARY 22

12.1 USING THE RESOURCE LIBRARY TO INSERT IMAGES 23
12.2 USING THE RESOURCE LIBRARY TO INSERT FLIPCHART BACKGROUNDS 24

13.0 CREATING LINKS 24

14.0 THE FILL TOOL 26

14.1 CHANGING THE COLOUR OF ANNOTATIONS AND TEXT 26
14.2 CHANGING COLOURS WITHIN IMAGES 26
14.3 CHANGING THE BACKGROUND COLOUR USING THE FILL TOOL 27

15.0 THE CAMERA TOOL 27
15.1 PHOTOGRAPH USING THE AREA CAMERA 28
15.2 PHOTOGRAPH USING THE FULL SCREEN CAMERA 29
15.3 MANIPULATING PHOTOGRAPHS 29
16.0 THE CALENDAR TOOL 29
17.0 THE REVEAL TOOL 30
18.0 THE SPOTLIGHT TOOL 30
19.0 RECORDING AND PLAYING BACK YOUR FLIPCHARTS 31
20.0 PRINTING YOUR ANNOTATED DESKTOP & FLIPCHARTS 33
21.0 SAVING YOUR ANNOTATED DESKTOP AND FLIPCHARTS 34
21.1 SAVING WHEN EXITING 34
21.2 SAVING YOUR FLIPCHART WHILST WORKING 35
22.0 OPENING EXISTING FLIPCHARTS 36
23.0 CUSTOMISING ACTIVPX 37
23.1 CUSTOMISING YOUR TOOLBOX 37
23.2 CUSTOMISING YOUR COLOUR PALETTE 40
24.0 ACTIVMARKER 40
24.1 THE PEN TOOL 40
24.2 THE HIGHLIGHTER TOOL 41
24.3 THE DELETE TOOL 42
24.4 DISABLING ACTIVMARKER 42
25.0 WHERE TO FIND FURTHER HELP AND INFORMATION 42
25.1 HELP WITHIN ACTIVPX 42
25.2 C&IT SUPPORT DESK 43

OVERVIEW

ActivPanel is the interactive presentation tool installed in many of the lecture theatres and classrooms across the University. ActivPanel comprises of a LCD tablet (monitor), pen and ActivPX software. Together they provide you with the tools needed to highlight important points and interact with your material while you lecture. You can also use the software to record discussion points as they are brought up for later retrieval.

This document is designed for lecturers and other staff members who wish to use ActivPanel to enhance their lectures or presentations.

1.0 WHERE CAN I USE ACTIVPANEL?

Within the University you can use ActivPanel in **all teaching rooms seating 20 or more** at Merchiston, Craiglockhart, Craighouse, Canaan Lane and Comely Bank.

You can download the ActivPX software from the network. This is recommended as a way to familiarise yourself with the software and allows you to prepare and retrieve information prior to and following your presentations. To download ActivPX:

- Click **Start**.
- Highlight **All Programs**.
- Highlight **Core**.
- Select **ActivPX**. ActivPX will open.

You can also borrow the ActivPX software from the library to install onto your home PC if required.

2.0 THE ACTIVPANEL COMPONENTS

2.1 THE LCD TABLET

The ActivPanel LCD tablet is positioned on the lecterns in the rooms which have ActivPanel installed. It can be used with a mouse or the ActivPanel pen.

To avoid damaging the LCD tablet you should note and adhere to the following points:

1. Do not scratch the display screen.
2. Avoid placing sharp items on the screen surface.
3. Avoid intensive shock or vibration to the screen or pen.
4. Hitting or dropping the screen will damage the unit.
5. Do not put heavy items on the panel or apply force to it.
6. To clean the display, please use an anti-static cloth or a slightly damp cloth. Do not use cleaners on the display.
7. Do not disconnect the cables from the unit.
8. Any problems should be reported to C&IT Support at x3000.

2.2 THE ACTIVPANEL PEN

In the teaching room you will find the ActivPanel pen attached to the desk. The pen resembles a regular pen but with a button on the side which you can use to carry out different actions.

Using the pen:

To	**Action**
Point	Move pen over object about 1cm above screen
Highlight Objects	Drag pen over area to be highlighted
Single left click	Tap pen on object
Double left click	Point pen over object and click the wide part of the side button on the pen
Right click	Point pen over object and click the narrow part of the side button on the pen

2.3 ACTIVPX

ActivPX is the software that accompanies ActivPanel. You can use ActivPX to:

1. **Annotate over your desktop.** This is particularly useful if you want to highlight important points within your notes. You can save your annotated notes as a flipchart file for future use.
2. **Create flipcharts while you lecture.** You can use this feature to annotate on blank pages as you lecture which can be particularly useful when recording points raised during discussion time. The flipchart can be saved for future use.
3. **Utilise special effects** while you present e.g. the spotlight or reveal tools adding interactivity to your presentation.
4. **Use ActivMarker to annotate over Microsoft Office products.** This feature makes permanent changes to your Microsoft Office file and can be useful when highlighting important points on a document for future reference.
5. **Use the Activ Background Producer.** The Background Producer can be used to create or view different backgrounds for your flipchart pages e.g. graphs, dots.

3.0 GETTING STARTED WITH ACTIVPANEL

Before you utilise ActivPanel you should:

1. Switch the LCD Tablet on.
2. Switch on the PC.
3. Log in to the PC.

3.1 LAUNCHING ACTIVPX

To **launch ActivPX**:

- Click on the **ActivPX icon** on the desktop:

The ActivPX floating toolbox will then open.

3.2 THE ACTIVPX TOOLBOX

The ActivPX toolbox can be dragged around the screen as required and contains all of the icons and buttons needed when utilising the program.

The Colour Palette.
You can select different colours for your annotations using the colour palette.

The Close button.
Close the application by clicking on the close button. You will be prompted to save changes.

Pen Width Indicator.
You can use the pen width indicator to select different sizes for your pen, eraser or highlighter tools. The pen widths are measured in pixels.

The Menu Button.
You access more of the key functions of ActivPX using the menu button.

Pen tool
Eraser
Selection tool
Keyboard tool
Hide/Reveal Screen
Spotlight tool
Calendar Tool
Cut
Delete

Highlighter
Clear Objects/Notes.
Previous Page
Camera Mode
Undo
Text Recognition
Paste
Copy Page
Edit Text

Flipchart
Annotate over desktop
Next Page
Resource Library
Redo
Fill Tool
Record Flipchart
Duplicate Page

To **move the toolbox**:

- Click on any free area of the toolbox i.e. any area that is free of icons.
- Drag the toolbox to the desired location.

To **hide the toolbox**:

- Click and drag the toolbox off the screen.

  The toolbox disappears and is replaced by a logo at the edge of your screen.

To **unhide the toolbox**:

- Click on the logo at the edge of your screen.

4.0 INTRODUCING DESKTOP ANNOTATION

You can use ActivPX to annotate over your screen allowing you to highlight important points within your notes as you lecture.

To **annotate** over the desktop:

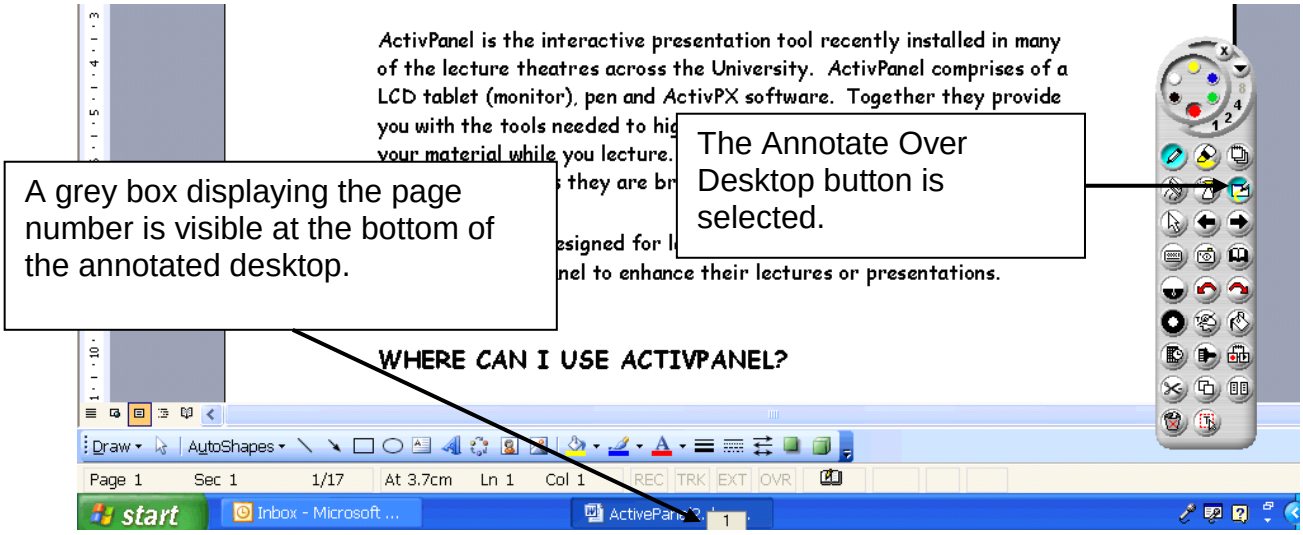
- Click on the **Annotate over Desktop** button:

  OR

- Select any of the **Annotation Tools** [refer to section 7.0].

This takes a **snapshot** of your screen, creating a copy of your desktop which you can annotate on.

Remember, the annotated copy will look very similar to your live desktop. You can recognise the annotated desktop as it displays a number at the bottom centre of the screen. You should also notice that the Annotate Over Desktop button is selected and therefore displaying a blue background:


A grey box displaying the page number is visible at the bottom of the annotated desktop.
The Annotate Over Desktop button is selected.
ActivPanel is the interactive presentation tool recently installed in many of the lecture theatres across the University. ActivPanel comprises of a LCD tablet (monitor), pen and ActivPX software. Together they provide you with the tools needed to hig
your material while you lecture.
they are br
esigned for l
nel to enhance their lectures or presentations.
WHERE CAN I USE ACTIVPANEL?
Draw
AutoShapes
Page 1
Sec 1
1/17
At 3.7cm
Ln 1
Col 1
REC
TRK
EXT
OVR
start
Inbox - Microsoft ...

To **hide the Annotated Desktop** and return to your live desktop:

- Click on the **Return to Live Desktop** button:

Each time you switch from the live desktop view to the annotated desktop a **new desktop flipchart page will be created**. The number at the bottom of the screen will indicate which page you are on and you can **navigate through your screens** using the **Page Selector** [refer to section 9.0] or manipulate your pages using the **Page Organiser** [refer to section 10.0]

5.0 INTRODUCING THE FLIPCHART

The flipchart is a **virtual drawing area with unlimited scope**. It is particularly useful for recording points raised during discussion time.

To **open the flipchart**:

- Click on the **Show Flipchart** button:

The flipchart will open as a **blank screen resembling a traditional flipchart or whiteboard** on which you can annotate [refer to section 7.0].

You will notice a small “1” displayed at the bottom, centre of the screen. This **number indicates that you are on the first page of the flip chart**. You can move through the flipchart pages using the **Next** and **Previous** page buttons:

Previous Page

Next Page

You will notice the number at the bottom of the screen changing as you move through the pages.

To **hide the flipchart** and return to your live desktop:

- Click on the **Hide Flipchart** button:

6.0 ANNOTATION TOOLS

These Annotation tools behave the same way whether you are using them in desktop annotation mode or flipchart mode.

6.1 THE PEN TOOL

The Pen Tool allows you to **draw freehand over the flipchart**.

To **use the pen tool**:

- Click on the **Pen Tool**:

- Press the ActivPanel pen onto the **surface of the flipchart** and move the pen as required to write or draw.

The pen will draw in the currently selected colour and pen width.

To **change the colour**:

- Click on the **desired colour** in the colour palette.

To **change the pen width**:

- Click on the **desired width** on the toolbox.

6.2 THE HIGHLIGHTER TOOL

The highlighter tool enables you to **highlight text** or another object using transparent colour.

To use the **Highlighter Tool**:

- Select the **Highlighter Tool**:

- Press the ActivPanel pen onto the **surface of the flipchart** to highlight the required text/objects.

The pen will draw in the currently selected colour and pen width.

To **change the colour**:

- Click on the **desired colour** in the colour palette.

To **change the pen width**:

- Click on the **desired width** on the toolbox.

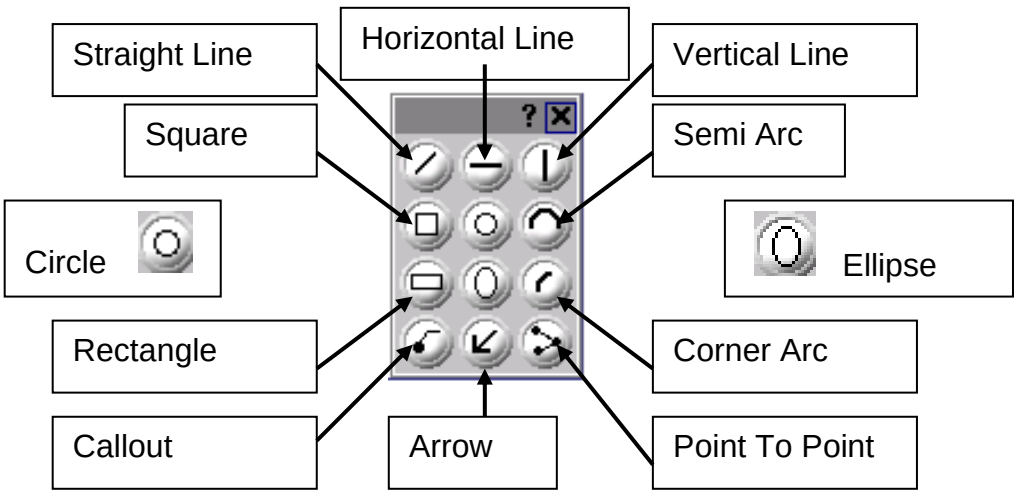
6.3 PREDEFINED ANNOTATIONS

Within ActivPX you can utilise a number of predefined annotations.

To **access the predefined annotations:**

- Right click on either the **Pen** or the **Highlighter** Tool.

  The **Pen Modifier Toolbox** will appear:



- Select the **predefined annotation** you wish to use.
- Press the ActivPanel pen onto the **surface of the flipchart** and move the pen as required to write or draw.

Please Note: The predefined annotations behave in different ways. The lines, squares and rectangles expand from the point in which you place the cursor. The circle and ellipse expand from the centre point. You should practice using these tools before trying them in a 'live' situation.

The pen will draw the predefined annotation in the **currently selected colour and pen width**.

To **change the colour**:

- Click on the **desired colour** in the colour palette.

To **change the pen width**:

- Click on the **desired width** on the toolbox.

6.4 THE ERASER TOOL

The eraser tool enables you to **remove mistakes** made when annotating with the other tools.

To **use the Eraser Tool**:

- Select the **Eraser Tool**:

- Press the ActivPanel pen on to the **surface of the flipchart** and move the pen over the text/objects to be erased.

The eraser will operate with the **currently selected pen width**.

To **change the pen width**:

- Click on the **desired width** on the toolbox.

6.5 THE CLEAR TOOL

The clear tool allows you to **clear the flipchart page**.

To **use the Clear Tool**:

- Click on the **Clear Tool**:

- Select one of the **following 4 options**:

Clear Annotations:	Removes all pen, highlighter and Eraser objects.
Clear Objects:	Clears all images and text.
Clear Background:	Clears any background images applied to the flipchart page.
Clear Page:	This removes everything from the page, creating a clean page.

7.0 THE UNDO AND REDO TOOLS

Like many other applications you can use the undo and redo tools to **correct any mistakes** you make.

Click on the undo button to **reverse your last action** e.g. if you deleted an annotation accidentally:

The **Undo** Button

Click on the Redo button to **redo the action you reversed**, e.g. if you decided that you did want to delete the annotation after all:

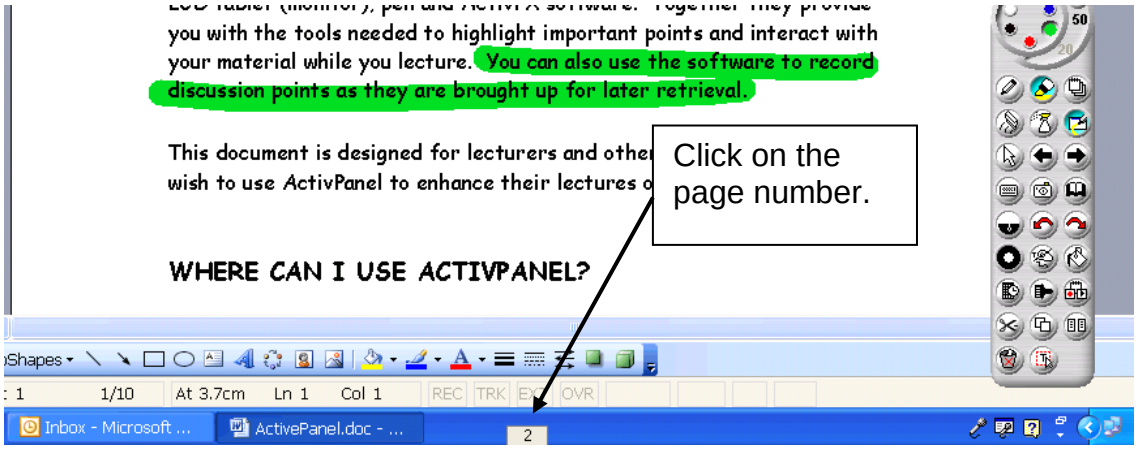
The **Redo** Button

8.0 VIEWING YOUR PAGES USING THE PAGE SELECTOR

The Page Selector allows you to view each or your flipchart and annotated desktop pages as thumbnails. You can then select a page to view in full screen mode.

To **use the Page Selector**:

- Click on the **page number** at the bottom of the screen: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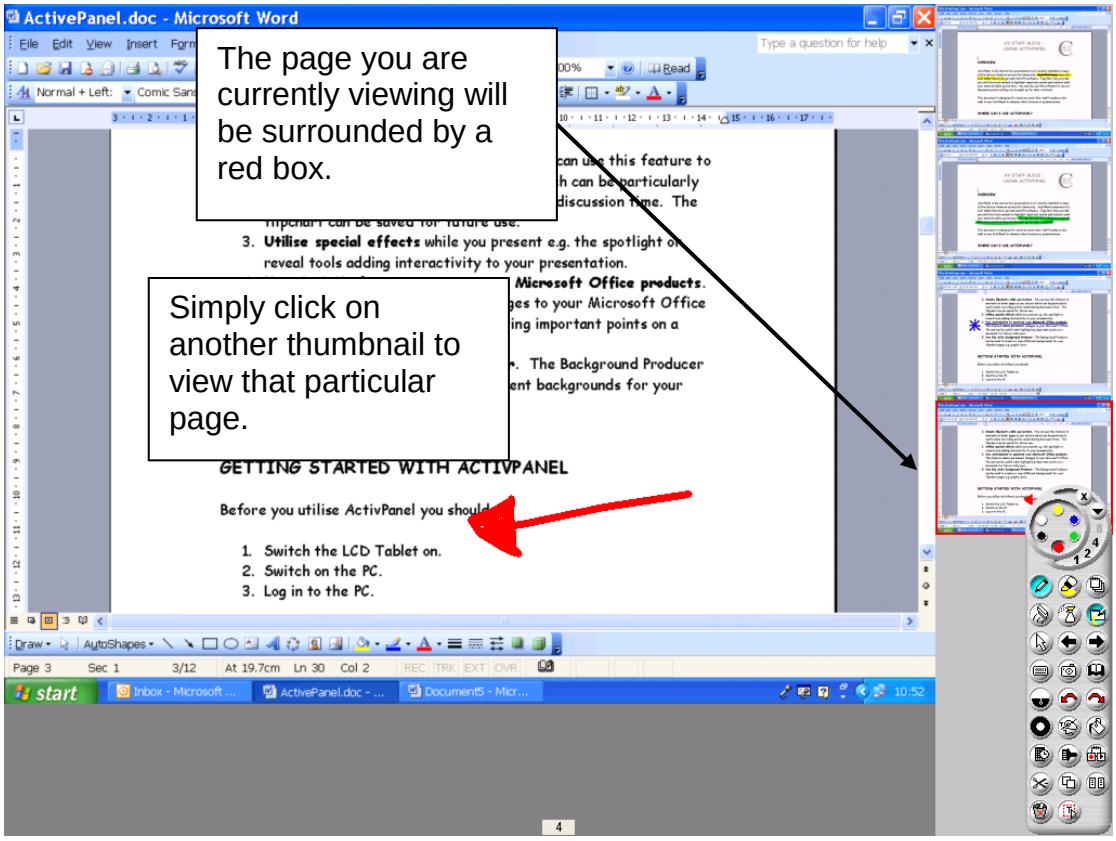
This document is designed for lecturers and other
wish to use ActivPanel to enhance their lectures o
WHERE CAN I USE ACTIVPANEL?
Click on the page number.
1/10
At 3.7cm
Ln 1
Col 1
Inbox - Microsoft ...
ActivePanel.doc - ...
2

- Choose **Page Selector**. A new window will open displaying each of your pages as a thumbnail:


ActivePanel.doc - Microsoft Word
The page you are currently viewing will be surrounded by a red box.
Simply click on another thumbnail to view that particular page.
GETTING STARTED WITH ACTIVPANEL
1. Switch the LCD Tablet on.
2. Switch on the PC.
3. Log in to the PC.
4

To **exit the Page Selector**:

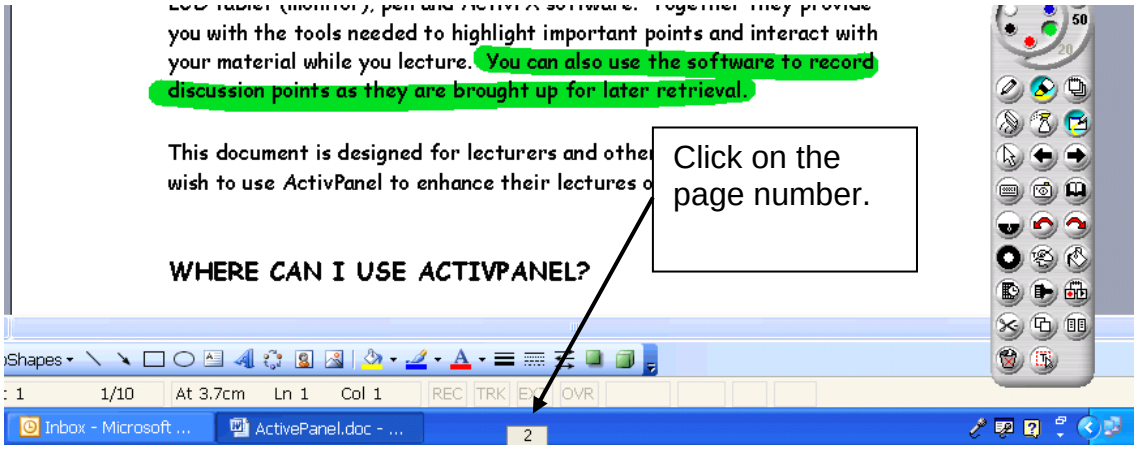
- Click on the **page number** at the bottom of your screen again.
- Choose **Page Selector**. You will return to your annotated desktop or flipchart.

9.0 MANIPULATING YOUR PAGES USING THE PAGE ORGANISER

The Page Organiser **displays your pages as slides** (similar to PowerPoint Slideshow View). It allows you to **manipulate your pages**, giving you options to cut, copy, paste, delete, duplicate slides using the page organiser toolbox.

To **use the Page Organiser**:

- Click on the **page number** at the bottom of the screen: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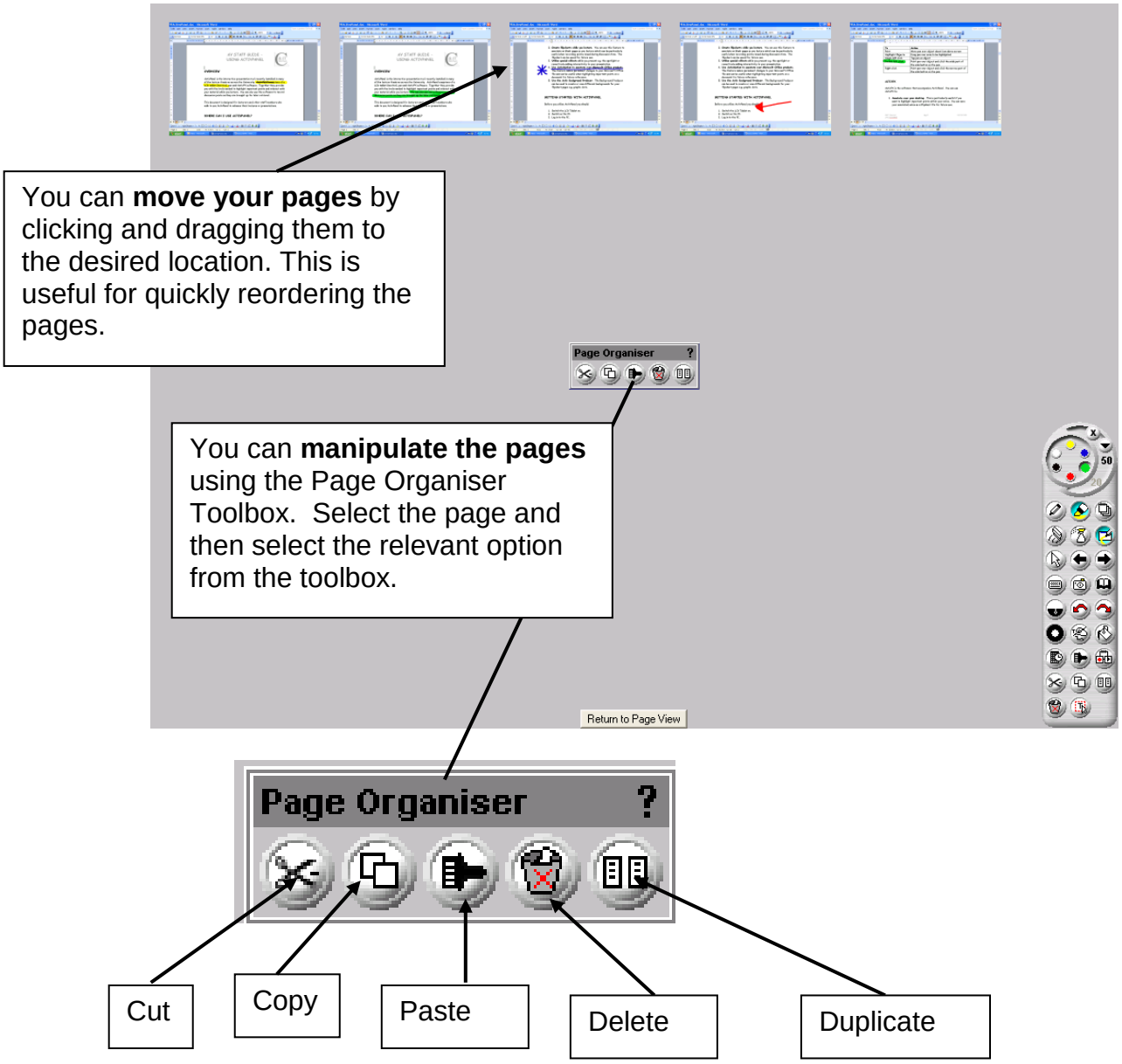
WHERE CAN I USE ACTIVPANEL?
Click on the page number.
1/10
At 3.7cm
Ln 1
Col 1
Inbox - Microsoft ...
ActivePanel.doc - ...
2

- Choose **Page Organiser**. The following screen will appear:


You can **move your pages** by clicking and dragging them to the desired location. This is useful for quickly reordering the pages.
Page Organiser
You can **manipulate the pages** using the Page Organiser Toolbox. Select the page and then select the relevant option from the toolbox.
Return to Page View

To **exit the page organiser**:

- Click on **Return to Page View**.

10.0 MANIPULATING ANNOTATIONS

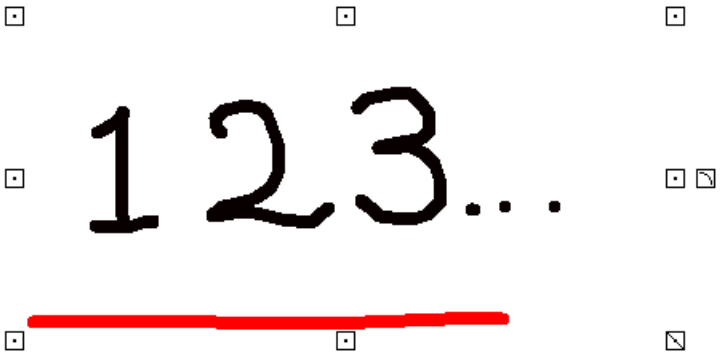
You can carry out a number of actions to manipulate annotations such as **moving, sizing, rotating, copying, deleting** and so forth. Annotations can be manipulated either in the flipchart or the annotated desktop.

Before you carry out any of these actions you have to select the annotations. To **select the annotations**:

- Click on the **Marquee Select Tool**:

- Click **anywhere on the annotation** you wish to manipulate. If you wish to adjust several annotations then you should hold down the mouse or the button on the ActivPanel pen and select the whole area.

  You will see the selected area is now **surrounded by boxes**:



10.1 MOVING, RESIZING AND ROTATING

To **move the annotation**:

- Click anywhere on the selected annotation and **drag it to the desired position**.

To **Resize the annotation**:

- Click and drag the required **resizing box** to the desired location:

These are the **Resizing Boxes**. The corner boxes allow you to resize in width and height whereas the boxes on the edge allow resizing in only 1 direction.

The **Aspect Sizer** allows you to resize whilst maintaining the same relative dimensions (check wording).

To **Rotating the annotation**:

- Click and drag on the **Rotator Box** to rotate your annotation around its centre point:

To **deselect the annotation** once you are finished manipulating:

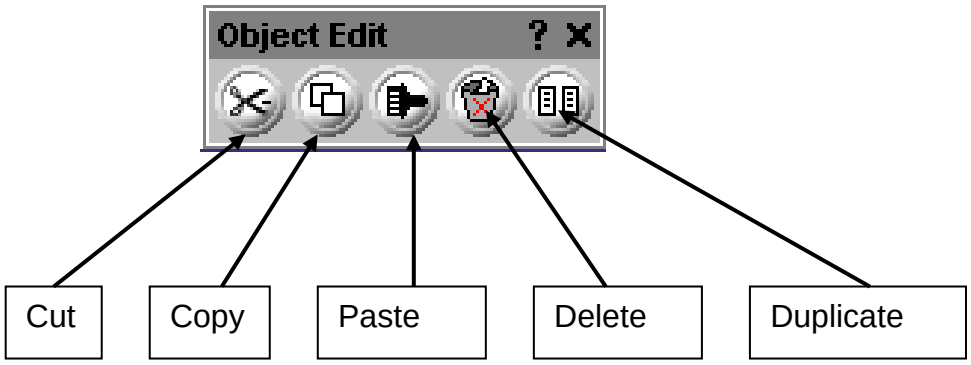
- Click **anywhere else** on the screen.

10.2 THE OBJECT EDIT TOOLBOX

You can use the Object Edit Toolbox to **cut, copy, paste, delete and/or duplicate your annotations**.

To **access the Object Edit Toolbox**:

- Double click anywhere on the **selected annotations**. The following Toolbox will appear:



- Click on the **relevant action(s).**

To **deselect the annotation** once you are finished manipulating:

- Click **anywhere else** on the screen.

11.0 WORKING WITH TEXT

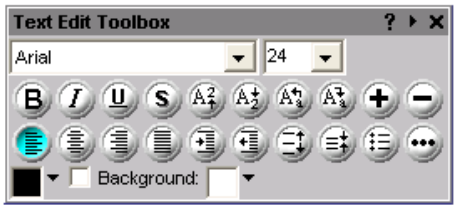
You can add text to your **flipchart or annotated desktop** if you wish. There are 2 ways of adding text; you can either **type** using the virtual or physical keyboard or alternatively you can use the drawing tools to handwrite the text and use the **text recognition tool**.

11.1 ADDING TEXT USING THE KEYBOARD

To **open the Floating Keyboard**:

- Click on the Floating Keyboard Tool**:**

The **floating keyboard and the Text Edit Toolbox** will appear:



To **add the text:**

- Use the mouse or ActivPanel pen to **position the cursor where you wish to add the text**.
- Use the mouse or ActivPanel pen to **select the characters from the Keyboard** to be added to the flipchart.

  You can also use your **physical keyboard** to enter the text if preferred.

To **format your text**:

- Highlight the **text to be formatted**.
- Select the **relevant options** from the Text Edit Toolbox:

The Font Selector

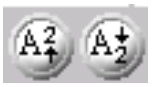
The Font Size Selector

Emboldens the text

Italicise the text

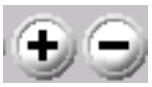
Underline the text

Add shadow to the text



Raise or lower the text

Change the text to upper or lower case



Increase or decrease the font size

Aligns the text: left, centre, right or justified.

Increase or decrease indent

Increase or decrease line spacing

Add bullet point

Change bullet point style (a pop up menu will appear)

Change the colour of the text

Apply a background colour

Background colour selector

Displays symbols

Hides symbols

Symbol selector

You can **move the text as you would move any other annotation** [refer to section 11.1].

To **deselect the text once you have finished formatting**:

- Click **anywhere else** on the screen.

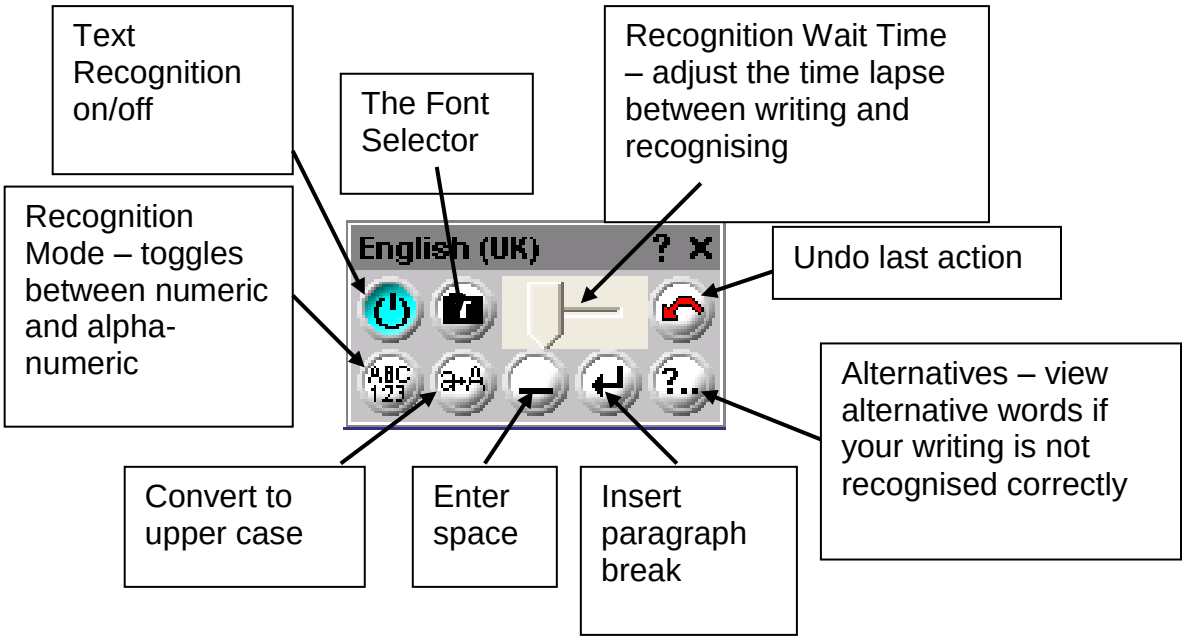
11.2 TEXT RECOGNITION

The text recognition tool **interprets freehand writing** created using the drawing tools and **converts it into editable text**. Everyone's handwriting is different and the text recognition software will not always interpret the written text correctly, you may need to practise using the tool to get the best out of it.

To **use the text recognition tool:**

- Click on the **Text Recognition** button:

The **Text Recognition Toolbox** will open:


Text Recognition on/off
The Font Selector
Recognition Wait Time – adjust the time lapse between writing and recognising
Recognition Mode – toggles between numeric and alpha-numeric
English (UK)
Undo last action
Alternatives – view alternative words if your writing is not recognised correctly
Convert to upper case
Enter space
Insert paragraph break

- Enter your **text**.

The text recognition software will **automatically convert your text**. Use the Text Recognition toolbox to make adjustments if required.

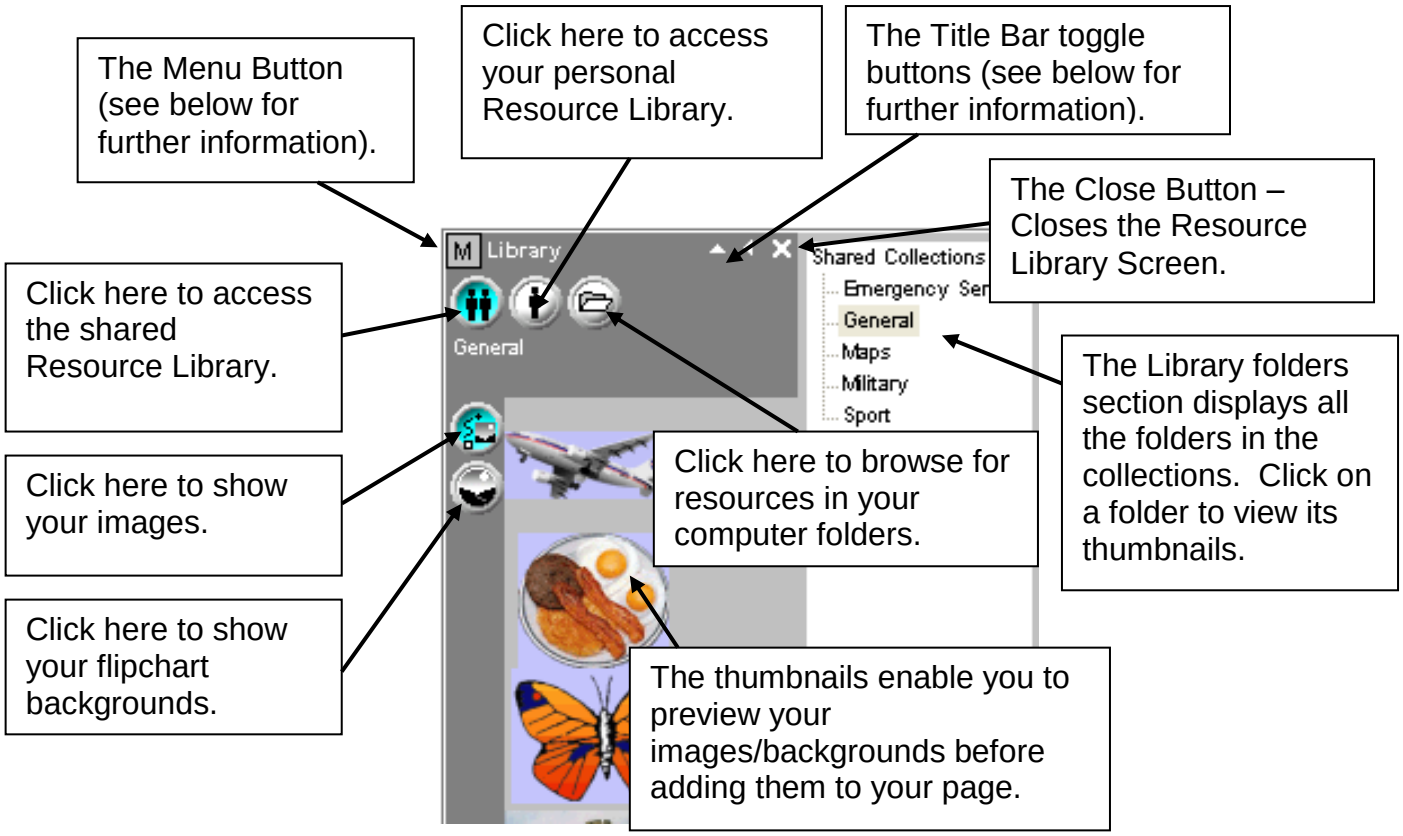
12.0 USING THE RESOURCE LIBRARY

The Resource Library contains **images** and **flipchart backgrounds** which you can insert into your flipcharts.

To **open the Resource Library**:

- Click on the **Resource Library** icon:

The Resource Library will open:


The Menu Button (see below for further information).
Click here to access your personal Resource Library.
The Title Bar toggle buttons (see below for further information).
The Close Button – Closes the Resource Library Screen.
Click here to access the shared Resource Library.
Click here to show your images.
Click here to show your flipchart backgrounds.
Click here to browse for resources in your computer folders.
The Library folders section displays all the folders in the collections. Click on a folder to view its thumbnails.
The thumbnails enable you to preview your images/backgrounds before adding them to your page.
Library
General
Shared Collections
Emergency Ser
General
Maps
Military
Sport

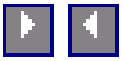
Clicking on the **Menu Button** will give you access to:

Dock:	You can dock the Resource Library window to the right, left, bottom right or bottom left of the screen.
Thumbnail Size:	You can change the thumbnails so they appear large or small.
Label:	Clicking on Label will display the image name.

Help: Clicking on help will give you access to help about the Resource Library.

The **Title Bar toggle buttons:**

The up/down arrows expand or collapse the entire Resource Library screen.



The left/right arrows narrow or widens the window to display or hide the library folders.

12.1 USING THE RESOURCE LIBRARY TO INSERT IMAGES

The Resource Library **contains a variety of images** which you can insert into your flipcharts.

To **insert an image**:

- Ensure you have the **Resource Library open** [refer to section 13.0]
- Ensure the **Show Images** button is selected:

- Navigate to the **location of the required image** by choosing either Shared Collections, Personal Collections or Browse:

- Ensure the Library Folders list is expanded. If not then click on the **left arrow button** to expand:

- Select the **required folder** from the Library Folders section.
- Once you have located the image you wish to use, click on its **thumbnail** and drag it to the required location on the flipchart page.
- You can then **manipulate the image** the same way as you would manipulate other annotations [refer to section 11.0]

12.2 USING THE RESOURCE LIBRARY TO INSERT FLIPCHART BACKGROUNDS

The Resource Library contains a variety of backgrounds which you can use to **replace the default white background on your flipchart**. You can also change the colour of the background [refer to section 15.3]

To **change the background**:

- Ensure you have the **Resource Library open** [refer to section 13.0].
- Select the **Show Backgrounds** button:

- Click on the **Shared Collections** button:

- Ensure the **Library Folders list is expanded**. If not then click on the left arrow button to expand:

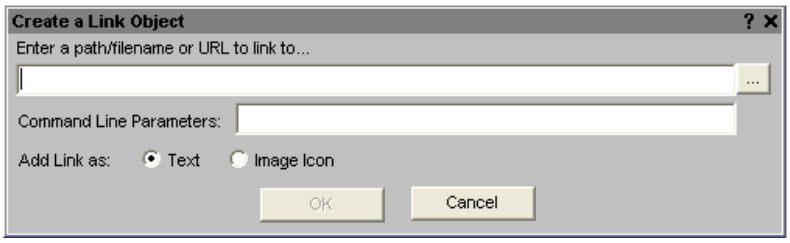
- Select the **required folder** from the Library Folders section.
- Once you have located the background you wish to use, **click on its thumbnail and drag it** to the flipchart page. The new background will replace the white flipchart background.

13.0 CREATING LINKS

The Link Object feature enables you to **link to program files and websites** from a flipchart object.

To **insert a link object**:

- **Right click anywhere** on the flipchart page.
- Highlight **Insert**.
- Select **Link Object**. The Create Link Object screen will appear:



- Enter the required **URL or path** in the **Enter a path/filename or URL section.**

  OR

- You can click on the **Browse** button to browse for a file:

- You should not need to enter any information into the **Command Line Parameters** unless the file you are linking to is an exe or bat file. In this case the command Line Parameters enable you to specify words, a character sequence or a control to initiate an action when the exe/bat file is opened.

- In the **Add Link as** section select either **Text** or **Image** Icon. The **Text option** displays the url or filename as text. For example:

  http://www.napier.ac.uk

  The **Image Icon** displays the link as an icon associated with the file type. For example a web page icon would look like:

Once the link is added you simply need to **click on the text or icon** and the **file or webpage will open in a new window**.
To **delete the link object**:

- Click on the **Marquee Select Tool**:

- **Click and drag** the ActivPanel pen over the link text or icon to select it.
- Click on the **Delete Tool:**

The item will be removed from your flipchart.

14.0 THE FILL TOOL

The Fill Tool enables you to **fill objects with colour**. Annotations, text, images and backgrounds can be colour adjusted.

14.1 CHANGING THE COLOUR OF ANNOTATIONS AND TEXT

To **use the Fill Tool to change the colour of annotations and text**:

- Click on the **Fill Tool** within the Toolbox:

- **Select a colour** from the Colour Palette:

[For information on customising your colour palette refer to section 24.2]

- Click on the **annotation or text that you wish to change**.

14.2 CHANGING COLOURS WITHIN IMAGES

When you use the Fill Tool to change the colour within images it acts as a **colour replacer** meaning that it will replace all instances of a particular colour with the new colour.

To **use the Fill Tool to change colour within images**:

- Click on the **Fill Tool** within the Toolbox:

- **Select a colour** from the colour palette:

[For information on customising your colour palette refer to section 24.2].

- Click on the **colour on the image that you would like to replace** with the new colour.

14.3 CHANGING THE BACKGROUND COLOUR USING THE FILL TOOL

To **use the Fill Tool to change background colour**:

- Click on the **Fill Tool** within the Toolbox:

- **Select a colour** from the colour palette:

[For information on customising your colour palette refer to section 24.2]

- Click anywhere on the **flipchart background**.

15.0 THE CAMERA TOOL

The Camera Tool enables you to **capture an image of your flipchart or annotated desktop**. You have the option to capture the whole desktop or flipchart or just part of it.

Once you have taken your photographs you can **annotate over them as required**. You can also **manipulate your photographs** as you would any other annotation [refer to section 11.0]

To **use the Camera Tool**:

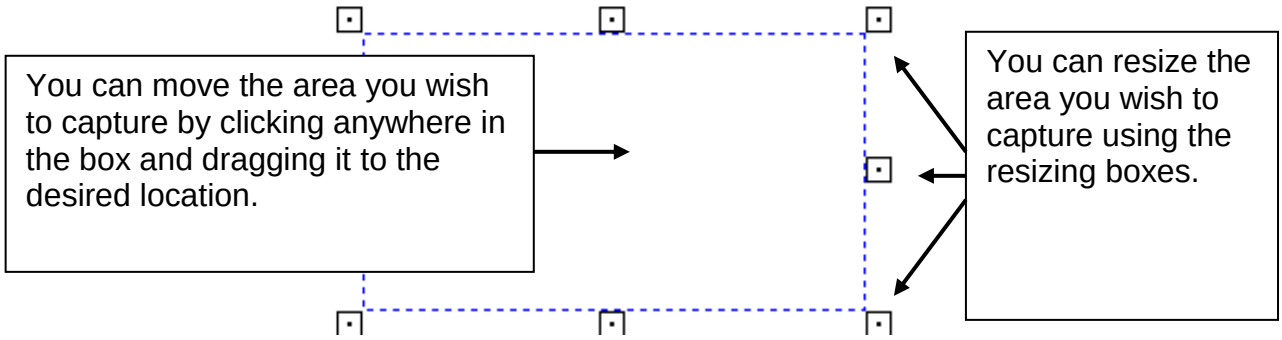
- Ensure that your screen is displaying the **image/data that you wish to capture**.
- Click on the **Camera Tool**:

A **popup menu** will appear giving you the option to select Area or Full Screen.

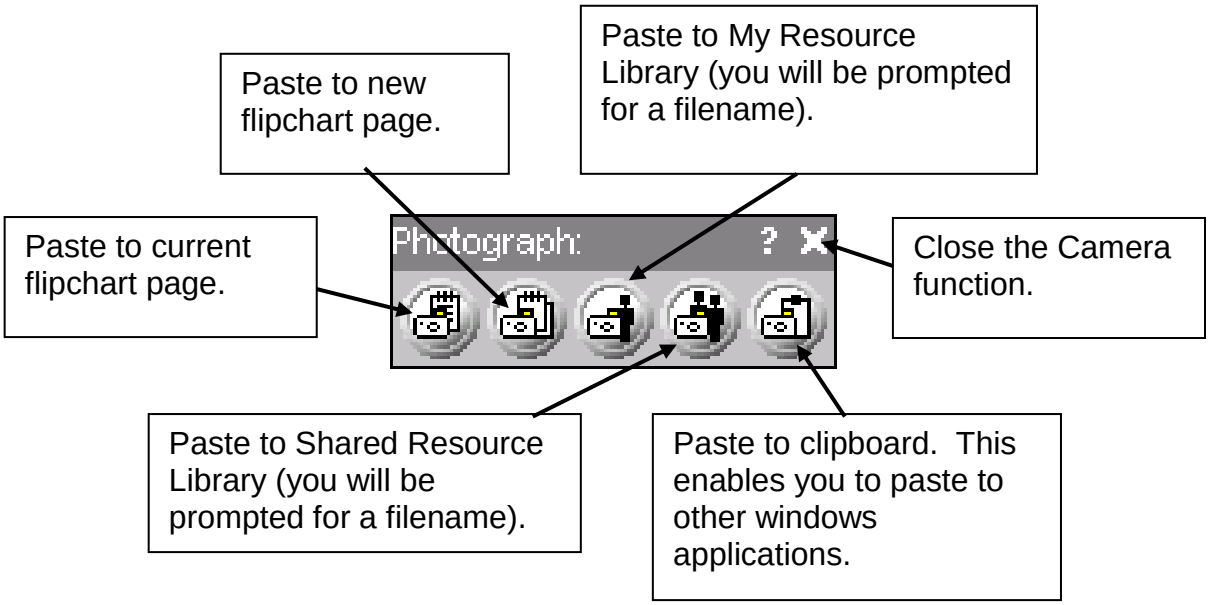
15.1 PHOTOGRAPH USING THE AREA CAMERA

Use this option if you only wish to photograph part of your screen.

Once you select Area a **rectangle surrounded by a dotted line** will appear along with the Photograph Toolbox:


You can move the area you wish to capture by clicking anywhere in the box and dragging it to the desired location.
You can resize the area you wish to capture using the resizing boxes.

- Once you have selected the area you wish to capture **select one of the paste option** buttons from the camera toolbox:

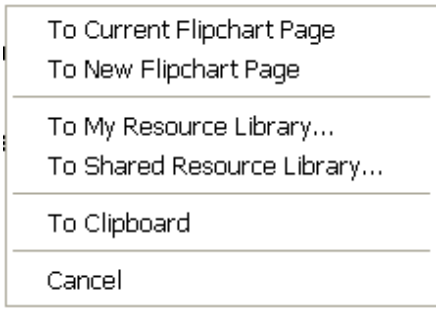

Paste to new flipchart page.
Paste to My Resource Library (you will be prompted for a filename).
Paste to current flipchart page.
Photograph:
Close the Camera function.
Paste to Shared Resource Library (you will be prompted for a filename).
Paste to clipboard. This enables you to paste to other windows applications.

- The **photograph will be taken** and the Camera Toolbox will disappear.

15.2 PHOTOGRAPH USING THE FULL SCREEN CAMERA

You can use this option if you wish to capture an image of your whole screen.

Once you highlight Full Screen the **paste options appear as a submenu**:



- Select the **relevant paste option** and the full screen will be captured.

15.3 MANIPULATING PHOTOGRAPHS

You can annotate over your photographs as required and you can manipulate your photographs as you would any other annotation [refer to section 11.0]

16.0 THE CALENDAR TOOL

The Calendar Tool allows you to **mark your flipchart with the date and time** that it was created.

To **stamp your flipchart with the date and time**:

- Click on the **Flipchart Timestamp** button:

The **date and time will appear as a text object** in the top left corner of the flipchart page.

You can **format and move** the date/time as you would any other text object [refer to section 12.1]

Please note: **the date stamp does not update itself**, to update the date you should delete the existing date stamp and reapply it.

To **automatically apply a date and time to every flipchart page**:

- Click on the **Menu** button.
- Select **Settings**.
- Highlight **Flipchart Objects**.
- Click the checkbox next to **Add Timestamp to all pages**.
- Click **OK**.

17.0 THE REVEAL TOOL

The reveal tool allows you to **gradually reveal the screen** as you would when uncovering points during a presentation. It can uncover the screen in any of 4 directions and is particularly useful if you want to black out information whilst discussing.

To **use the reveal tool** to reveal your desktop or flipchart:

- Select **Show Flipchart** or **Annotate over desktop** from the toolbox.
- Click on the **Reveal** button:

The screen will go black.

- Use the ActivPanel pen to move the cursor to the **position you would like to reveal the screen from** e.g. the top of the screen.
- **Click and drag** from the point at which you wish to reveal the screen from e.g. the top of the screen.

To **cancel the Reveal** and fully expose your screen:

- Click on the **Reveal** button.

18.0 THE SPOTLIGHT TOOL

The Spotlight Tool displays a **spotlight window** allowing you to highlight specific sections of your presentation whilst the rest remains hidden by a black background.

To **use the spotlight tool**:

- Click on the **Spotlight Tool** button:

- Select **Circular Spotlight** or **Square Spotlight** as required.

You can **move the spotlight** around the screen using the **ActivPanel pen**.

To **resize the Spotlight**:

- Press the ActivPanel pen down and **drag the cursor towards the centre** of the spotlight to make it smaller or vice versa to make it larger.

To **cancel the Spotlight**:

- Click on the **Spotlight button** again and the full screen will be revealed.

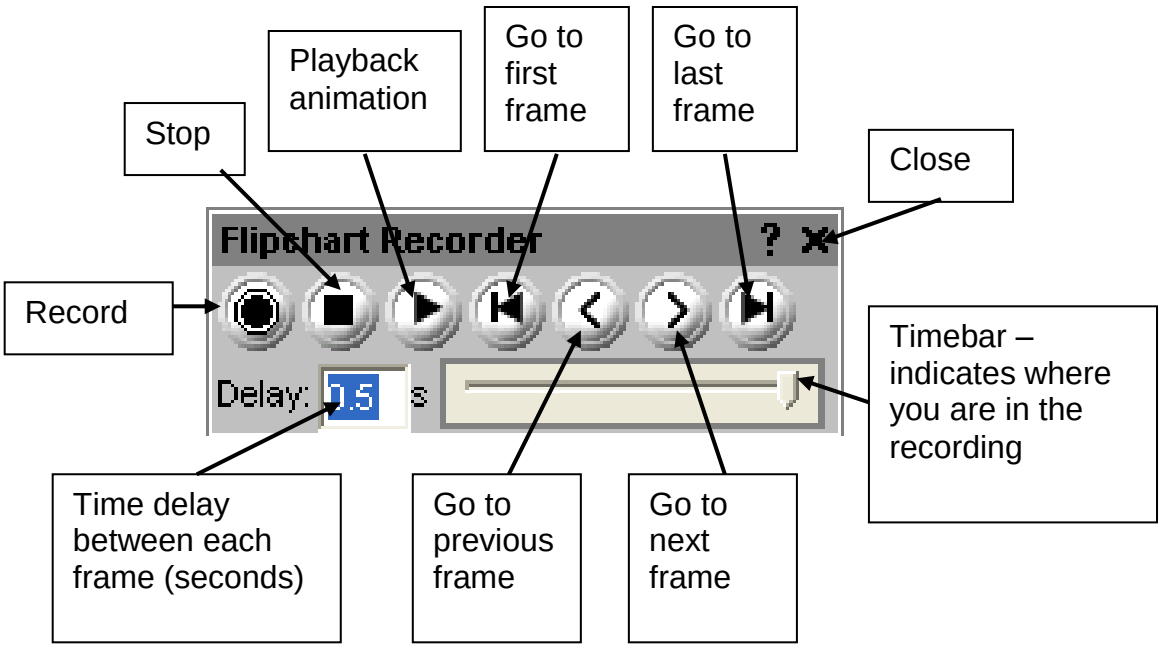
19.0 RECORDING AND PLAYING BACK YOUR FLIPCHARTS

You can use the Flipchart Recorder to r**ecord your actions whilst annotating** and then **play the recording back** as an animation. Please be aware, you cannot record when annotating over your desktop, it can only be used when annotating on a flipchart.

To **record a flipchart**:

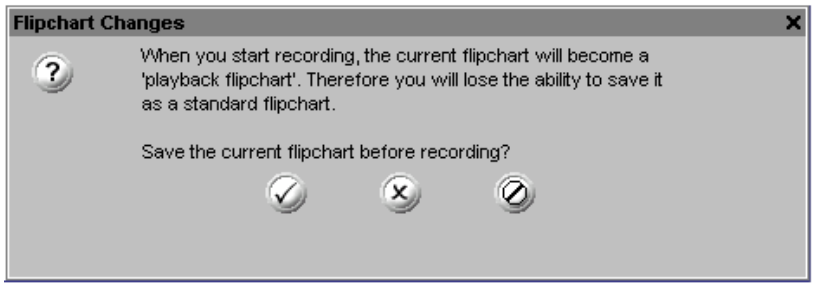
- Click on the **Flipchart Recorder** button:

The **Flipchart Recorder Toolbox** will appear:



- Click on the **Record** button:

You will be **prompted to save** the original flipchart:


Flipchart Changes
When you start recording, the current flipchart will become a 'playback flipchart'. Therefore you will lose the ability to save it as a standard flipchart.
Save the current flipchart before recording?

- Click on the **tick** to save.

OR

- Click on the **cross** if you do not wish to save.

The **recording will start** and you can annotate as required.

To **stop the recording**:

- Click on the **Stop** button:

To **playback your recording**:

- Click on the **Go To First Frame** button:

- Click **Play**:

To **stop play back**:

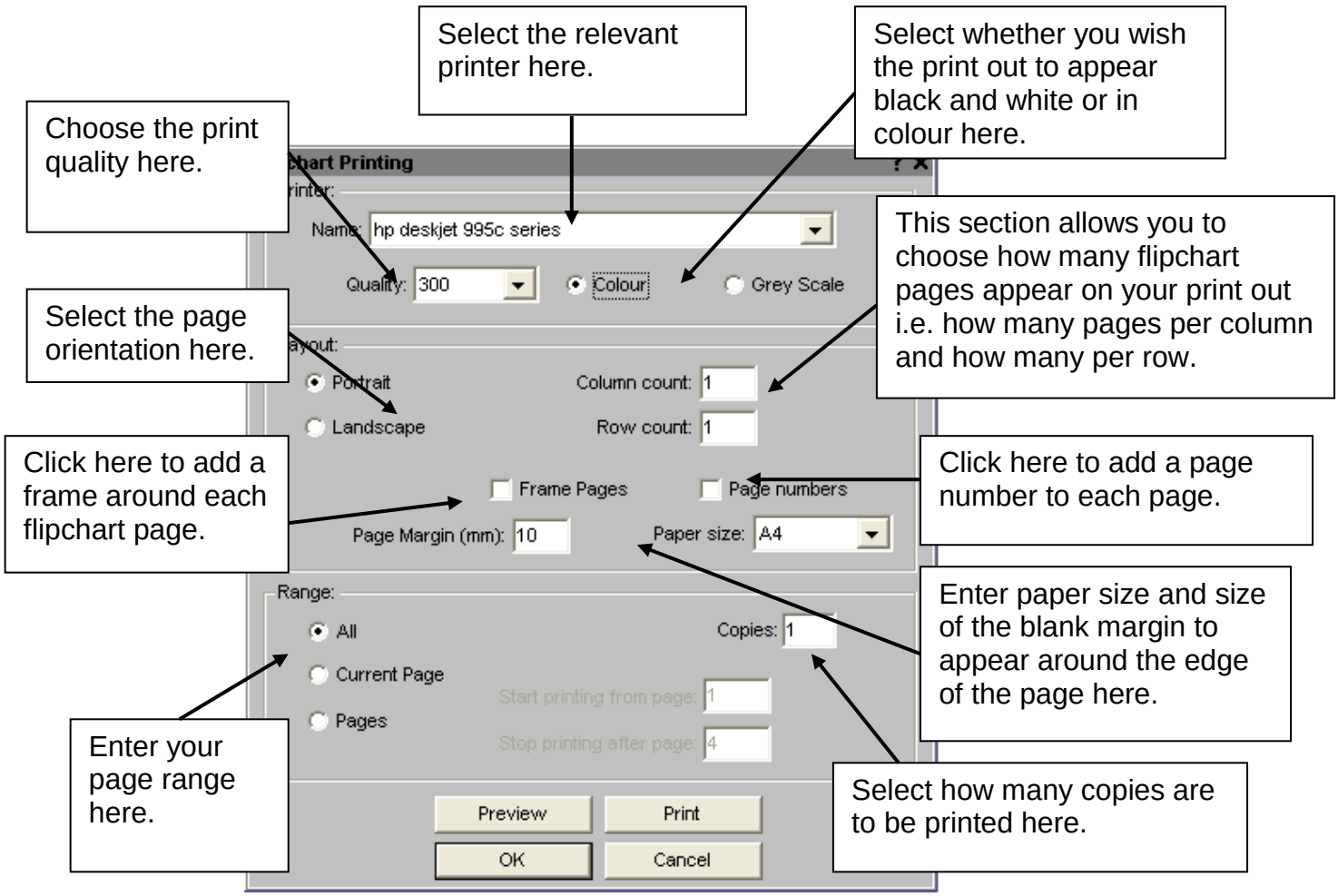
- Press the **Stop** button:

20.0 PRINTING YOUR ANNOTATED DESKTOP & FLIPCHARTS

To **print your flipchart or annotated desktop pages**:

- Ensure your annotated desktop or flipchart is **open**.
- Click on the **Menu** button:

- Highlight **Flipchart**.
- Select **Print**. The Print dialog box will appear:


Select the relevant printer here.
Select whether you wish the print out to appear black and white or in colour here.
Choose the print quality here.
This section allows you to choose how many flipchart pages appear on your print out i.e. how many pages per column and how many per row.
Select the page orientation here.
Click here to add a frame around each flipchart page.
Click here to add a page number to each page.
Enter paper size and size of the blank margin to appear around the edge of the page here.
Enter your page range here.
Select how many copies are to be printed here.
Name: hp deskjet 995c series
Quality: 300
Colour
Grey Scale
Portrait
Landscape
Column count: 1
Row count: 1
Frame Pages
Page numbers
Page Margin (mm): 10
Paper size: A4
Range:
All
Current Page
Pages
Copies: 1
Start printing from page: 1
Stop printing after page: 4
Preview
Print
OK
Cancel

- Select the **required options**.

- Click on the **relevant button**:

Preview:	Preview the flipchart before you print.
Print:	Print the flipchart.
OK:	Change the settings but don't print the flipchart.
Cancel:	Cancel the print job.

The Flipchart will now print.

21.0 SAVING YOUR ANNOTATED DESKTOP AND FLIPCHARTS

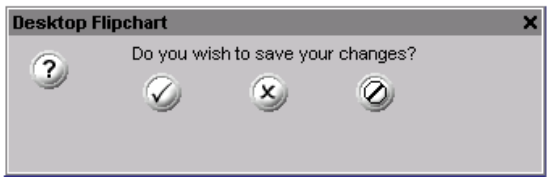
You will be **prompted to save** your Annotated desktop or flipchart when you exit ActivPX. You can also save your flipchart at any time whilst working on it unlike annotated desktops.

21.1 SAVING WHEN EXITING

To **save your annotated desktop or flipchart when exiting ActivPX**:

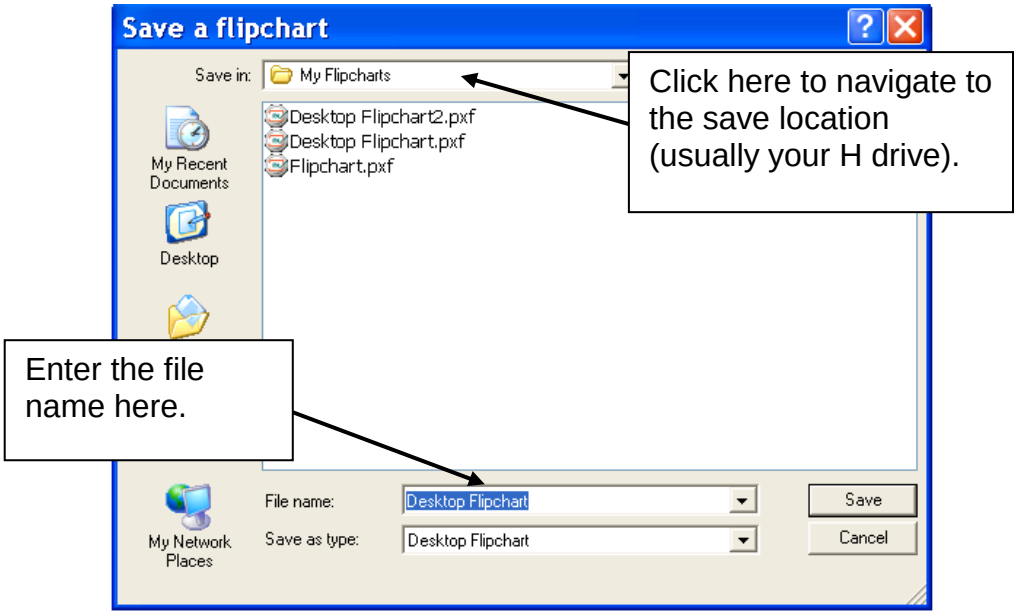
- Click on the **Close** button:

The following dialog box will appear:



- Click on the **tick** button to save your changes:

The following screen will appear:



- **Navigate** to the save location.

  Please Note: C&IT Services always recommend staff save files to their **H drive**. The H drive is a network drive so you can access your ActivPX files from any networked PC in any lecture theatre as well as from your office PC. The H drive is also backed up regularly and can only be accessed by you unless you share your log in details.

- Enter a **name** for your file.
- Click **Save**.

21.2 SAVING YOUR FLIPCHART WHILST WORKING

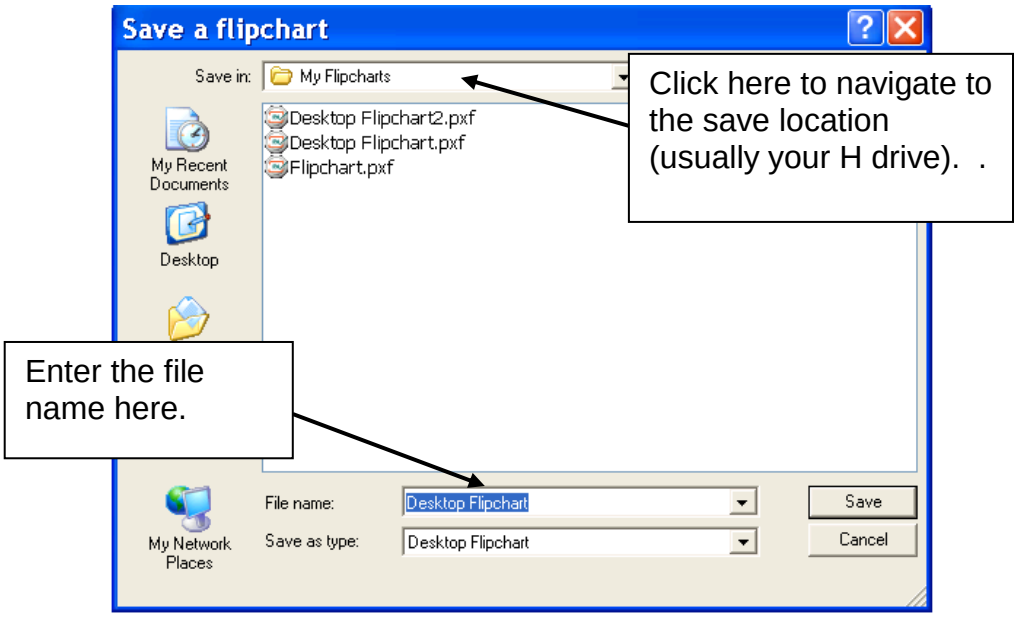
When using the flipchart feature you can **save at any time** whilst working on the flipchart. You cannot do this when working with Annotated Desktops.

To **save the flipchart**:

- Click on the **Menu** button:

- Highlight **Flipchart**.

- Select **Save**. The Save dialog box will appear:



- **Navigate** to the save location.

  Please Note: C&IT Services always recommend staff save files to their H drive. The H drive is a network drive so you can access your ActivPX files from any networked PC in any lecture theatre as well as from your office PC. The H drive is also backed up regularly and can only be accessed by you unless you share your log in details.

- Enter a **name** for your file.
- Click **Save**.

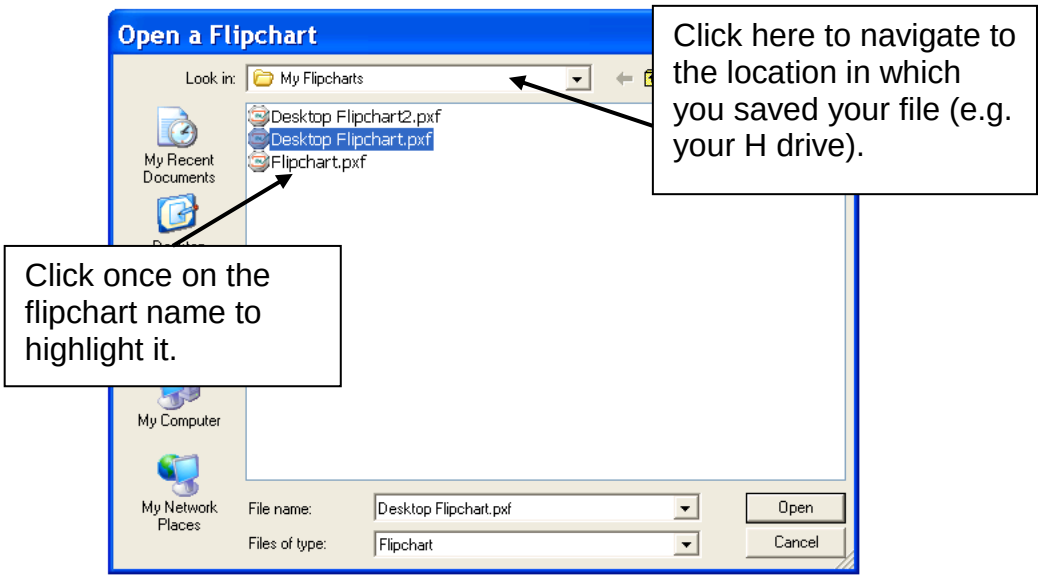
22.0 OPENING EXISTING FLIPCHARTS

To **open an existing flipchart from within ActivPX**:

- Click on the **Menu** Button:

- Highlight **Flipchart**.

- Select **Open**. The following dialog box will appear:



- **Navigate** to the folder in which you saved your file.
- **Highlight the file** you wish to open.
- Select **Open**.

Your flipchart will open within ActivPX and you can edit it as required.

To **open an existing flipchart from My Computer**:

- Open **My Computer**.
- **Navigate** to the location in which you saved your file.
- **Double click on the flipchart** you wish to open.

ActivPX will automatically open along with your flipchart which you can edit as required.

23.0 CUSTOMISING ACTIVPX

23.1 CUSTOMISING YOUR TOOLBOX

You can use the Tool Store to **change the buttons that appear on your toolbox**. You can also **save your personalised toolbox to your H drive** so you can open it from any PC using ActivPX.

To **add buttons to your toolbox**:

- Click on the **Menu** button:

- Highlight **Toolbox Customise**.
- Select **Tool Store**.
- **Drag and drop the tools** you require from the Tool Store to the Toolbox.

  Please Note: You can find out the function of a button by hovering the pen or mouse over a button to display a tool tip.

To **remove a button from your toolbox**:

- Click on the **Menu** button:

- Highlight **Toolbox Customise**.
- Select **Tool Store**.
- **Drag and drop the tools** you require from the Toolbox to the Tool Store.

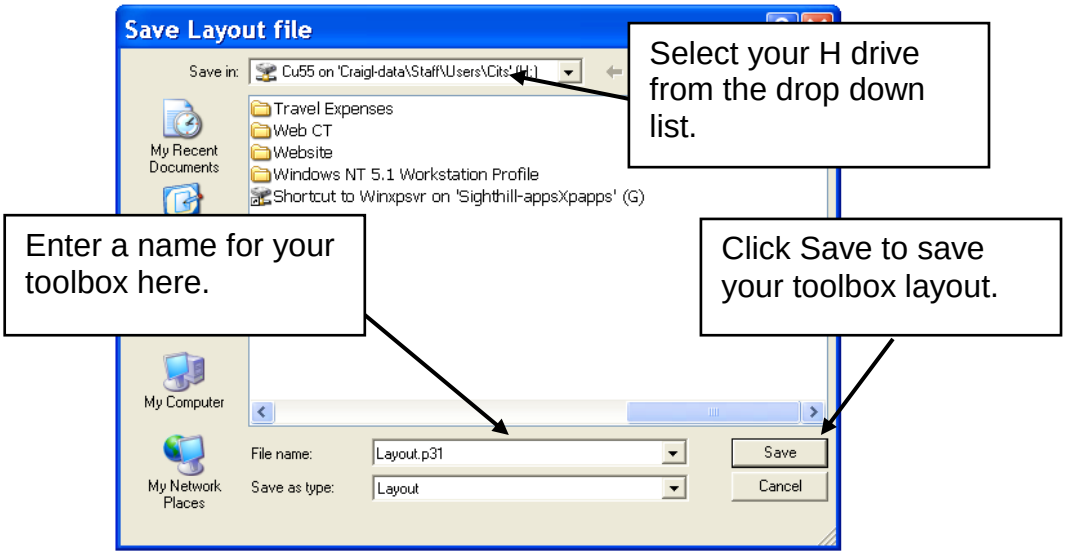
  Please Note: You can find out the function of a button by hovering the pen or mouse over a button to display a tool tip.

To **save your personalised toolbox**:

- Click on the **Menu** button:

- Highlight **Toolbox Customise**.
- Highlight **Toolbox Layout**.

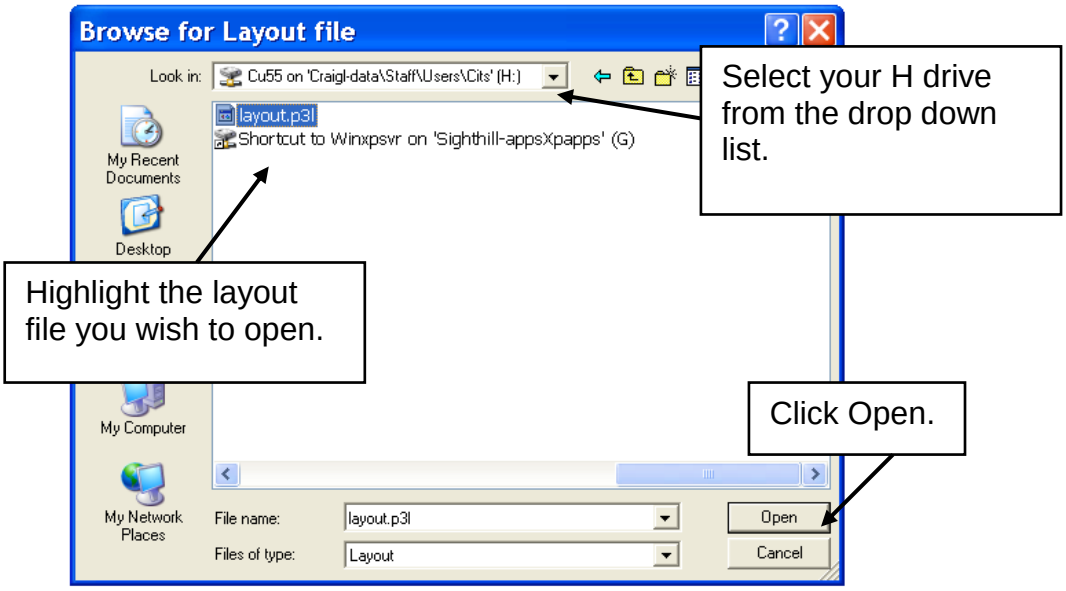
- Select **Save As**. The following dialog box will open:



To **open your personalised toolbox from another PC**:

- Ensure you are logged on to the PC and ensure ActivPX is open.
- Click on the **Menu** button:

- Highlight **Toolbox Customise**.
- Highlight **Toolbox Layout**.
- Select **Open**. The following dialog box will open:



23.2 CUSTOMISING YOUR COLOUR PALETTE

To **change a colour on your colour palette**:

- **Right click on the colour** you wish to change.
- Select the **new colour.**
  The colour will **permanently change** to your new colour.

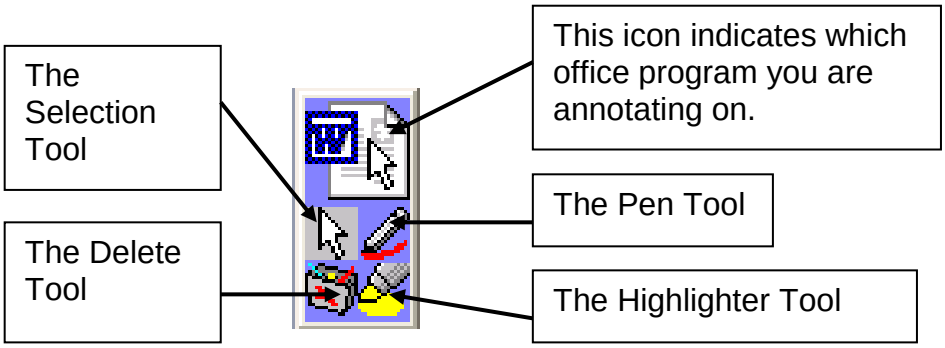
24.0 ACTIVMARKER

ActivMarker is an add-on program which has been installed alongside ActivPX within Edinburgh Napier University. ActivMarker enables you to **annotate over Microsoft Office products** such as Word, Excel and PowerPoint. This feature makes permanent changes to your Microsoft Office file and can be useful when highlighting important points on a document for future reference.

To **enable ActivMarker**:

- Within ActivPX click on the **Menu** button:

- Select **ActivMarker**. The ActivMarker toolbox will appear:

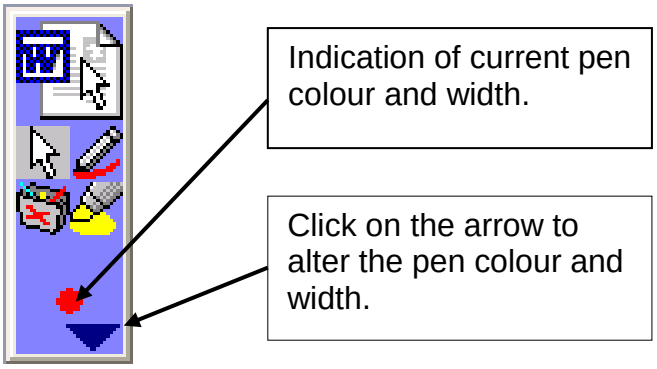

The Selection Tool
The Delete Tool
This icon indicates which office program you are annotating on.
The Pen Tool
The Highlighter Tool

24.1 THE PEN TOOL

To **use the pen**:

- Click on the **Pen Tool** to select it:

The **current pen colour and width** appears as an icon on the bottom of the toolbox:



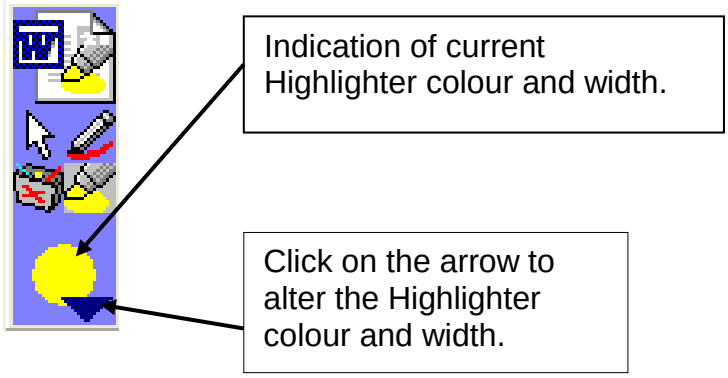
- Use your **mouse or ActivPanel pen to annotate** on your document.
- Once you lift your pen, the annotation will be **applied to the file**. The annotation can then be moved or resized in the same way as you would move or resize any Office drawing object.

24.2 THE HIGHLIGHTER TOOL

To **use the Highlighter**:

- Click on the **Highlighter Tool** to select it:

The **current highlighter colour and width** appears as an icon on the bottom of the toolbox:



- Use your **mouse or ActivPanel pen to annotate** on your document.
- Once you lift your pen, the annotation will be **applied to the file.** The annotation can then be moved or resized in the same way as you would move or resize any Office drawing object.

24.3 THE DELETE TOOL

To **delete your most recent annotation**:

- Click on the **Delete** button:

To **delete an annotation other than the most recent**:

- **Click on the annotation** you wish to delete.
- Click on the **Delete key** on your keyboard.

24.4 DISABLING ACTIVMARKER

Once you have enabled ActivMarker, it will automatically open when you open ActivPX.

To **disable ActivMarker**:

- Within ActivPX click on the **Menu** button:

  You will notice that there is a tick next to ActivMarker

- Click **ActivMarker**.

The tick will disappear and ActivMarker will be disabled.

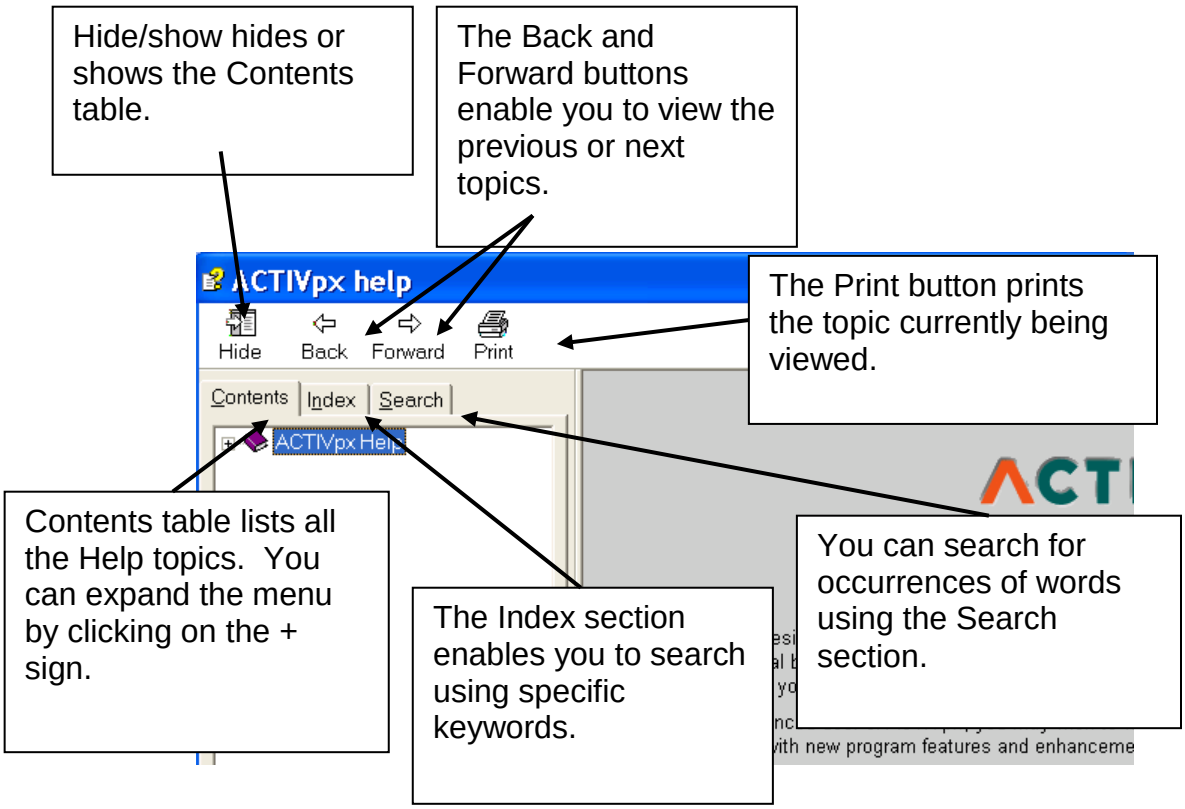
25.0 WHERE TO FIND FURTHER HELP AND INFORMATION

25.1 HELP WITHIN ACTIVPX

A full set of Help documents are available within ActivPX.

To **access the help files**:

- Click on the **Menu** button.
- Highlight **Help**.
- Select **Contents**. Make your selections from the Help screen:


Hide/show hides or shows the Contents table.
The Back and Forward buttons enable you to view the previous or next topics.
ACTIVpx help
Hide
Back
Forward
Print
Contents
Index
Search
ACTIVpx Help
The Print button prints the topic currently being viewed.
Contents table lists all the Help topics. You can expand the menu by clicking on the + sign.
The Index section enables you to search using specific keywords.
You can search for occurrences of words using the Search section.
with new program features and enhanceme

25.2 C&IT SUPPORT DESK

If you require any help or further information please contact the C&IT Support Desk by telephoning **ext 3000** (0131 455 300 externally) or emailing **c&it.support@napier.ac.uk**.